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SECURITY INFORMATION*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Organization and Methods Service, DATE: 19 November 1952  
THRU : Assistant Director for Operations, Comptroller  
FROM : Chief, Foreign Documents Division

SUBJECT: Centralization of Graphics Services

REFER : Memorandum for DD/A dated 3 November 1952, Subject: Graphics Services Throughout the Departmental Headquarters of the Agency

1. Foreign Documents Division must dissent to the findings in 4.b. of reference memorandum for the following reasons:

a. In FDD the language barrier and required availability of documentary source material must be considered in the preparation for reproduction of sketch maps, machinery diagrams, instrument layouts, technical plans, etc. It is therefore necessary that close working relations be maintained between analysts and the illustrator.

b. The single illustrator on FDD's T/O is occupied full time in meeting requirements, and divisional control of priorities provides for steady production from the most important material.

c. Target-dated or deadlined requirements are completed satisfactorily only through the close divisional control of the illustrator's efforts.

d. Timely coordination of the preparation of illustrations with preparation of the accompanying text can only be effected by division control.

e. The temporary loss of its single illustrator to augment the forces of another graphics unit in an emergency could seriously affect the division's capability to meet requirements.

2. A central facility for graphics presentation for the use of CIA offices is fully appreciated, but continuity in the work of our illustrator is essential to the production of our reports; therefore FDD's one position should be exempted from the plan.

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